

# Privacy Notice for Online Meetings, Telephone conferences and Webinars via “Zoom“

– Information according to art. 13, 14 and 21 of the EU General Data Protection Regulation (GDPR) –

Hereinafter, we would like to inform you about the processing of personal data related to the use of “Zoom“. You can find the current version anytime on our website at: [www.gehwol.de/gdpr](http://www.gehwol.de/gdpr).

## 1. Who is responsible for the data processing, and whom can I contact?

The person responsible for the data processing in direct connection with the conduct of “online meetings“, is:

EDUARD GERLACH GmbH  
Chemische Fabrik  
Bäckerstraße 4 - 8  
32312 Lübbecke  
Telephone: 0 57 41 / 3 30-0  
Fax: 0 57 41 / 34 73 00  
Email: [info@gehwol.de](mailto:info@gehwol.de)

**Note:** As far as you access to the website of “Zoom“, the provider of “Zoom“ is responsible for the data processing. An access to the website, however, is only necessary for the use of “Zoom“ to download the software for the use of “Zoom“.

You can also use “Zoom“ if you enter the respective meeting ID and, if applicable, other access data for the meeting directly in the “Zoom“ app.

If you cannot or do not want to use the “Zoom“ app, then the basic functions are also available via a browser version, which you can also find on the website of “Zoom“.

## 2. Type of the collected personal Data

When using “Zoom“, different types of data are processed. The scope of those data then also depends on which data information you provide before / after the participation in such an “online meeting“.

The following personal data are subject to processing:

**User information:** first name, last name, telephone (optional), email address, password (if “Single-Sign-On“ is not used), profile picture (optional), department optional).

**Meeting metadata:** subject, description (optional), participant IP addresses, device /hardware information

**In case of recordings (optional):** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online-meeting chats.

**In case of phone dial-in:** information on the incoming and outgoing telephone number, country name, time of start and end. If applicable, additional connection data like e. g. the IP address of the device can be saved.

**Text, audio and video data:** if applicable, you might be able to use the chat, question or survey functions in an “online meeting“. Insofar, the text inputs entered by you will be processed to show and, if applicable, record them in the “online meeting“. To make the display of videos and the playing of audio contents possible, the data from the microphone of your device and from a potential video camera of your device will be processed, respectively, during the meeting. You can turn off/mute the camera or the microphone anytime via the “Zoom“ applications.

To participate in an “online meeting“ / to enter the “meeting room“, you must at least provide information on your name.

## 3. We process your data for the following purposes and on the following legal basis

**Meeting metadata:** subject, description (optional), participant IP addresses, device/hardware information

**In case of recordings (optional):** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online-meeting chats.

**In case of phone dial-in:** information on the incoming and outgoing telephone number, country name, time of start and end. If applicable, additional connection data like e. g. the IP address of the device can be saved.

**Text, audio and video data:** if applicable, you might be able to use the chat, question or survey functions in an “online meeting“. Insofar, the text inputs entered by you will be processed to show and, if applicable, record them in the “online meeting“. To make the display of videos and the playing of audio contents possible, the data from the microphone of your device and from a potential video camera of your device will be processed, respectively, during the meeting. You can turn off/mute the camera or the microphone anytime via the “Zoom“ applications.

To participate in an “online meeting“ / to enter the “meeting room“, you must at least provide information on your name. As far as a consent has been required, the use of the respective tools is based on this consent; the consent can be revoked anytime with effect for the future.

#### **4. Who will get my data?**

In principle, personal data that are processed in connection with the participation in “online meetings“ are not forwarded to any third parties, unless they are specifically destined to be forwarded. Please note that contents from “online meetings“ and those of personal meetings often specifically serve to communicate information to/with clients, stakeholders or third parties and are thus supposed to be forwarded.

Additional recipients: the provider of “Zoom“ forcibly gains notice of the abovementioned data, as far as this is provided for in our processing contract with “Zoom“.

#### **5. Will the data be transmitted to a third country or to an international organization?**

“Zoom“ is a service provided by a provider from the USA. So there will also be a processing of the personal data in a third country. We have concluded a processing contract with the provider of “Zoom“ that fulfills the requirements of art. 28 GDPR.

On one hand, an appropriate data protection level is guaranteed by the conclusion of the so-called EU Standard Contract Clauses. On the other hand, we have additionally configured our Zoom-setting, as a supplementary protection, so that only data centers in the EU, the EEA 7 safe third countries like e. g. Canada or Japan, are used for the conduct of “online meetings“.

#### **6. For how long will my data be saved?**

In principle, we delete personal data if there is no requirement for further storage. There can be such a requirement, in particular, if the data are still needed to be able to fulfill contractual obligations or verify and grant or reject warranty and, if applicable, guarantee claims. In case of legal retention duties, a deletion can only be considered after the expiry of the respective retention duty.

#### **7. Which privacy rights do I have?**

You have the right to information according to article 15 GDPR,  
the right to correction according to article 16 GDPR,  
the right to deletion according to article 17 GDPR,  
the right to restriction of the processing according to article 18 GDPR,  
the right to objection from article 21 GDPR and the right to data portability from article 20 GDPR. Limitations of the right to information and deletion might apply according to §§ 34 and 35 BDSG.

In addition, there is a right to complain to a competent data protection authority (article 77 GDPR in connection with § 19 BDSG). The competent supervisory authority for us is the Regional Privacy and Freedom of Information Officer:

Landesbeauftragter für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Kavalleriestr. 2-4  
40213 Düsseldorf

Telephone: 0211/38424-0  
Fax: 0211/38424-10  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## **8. Our Data Protection Officer**

We have appointed a Data Protection Officer in our company. You can reach him/her at the following contact data:

EDUARD GERLACH GmbH  
z. H. Datenschutzbeauftragter  
Bäckerstraße 4 - 8  
32312 Lübbecke  
Telephone: 0 57 41 / 3 30-0, E-Mail: [datenschutz@gehwo.de](mailto:datenschutz@gehwo.de)

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